

## **LEAD HR ANALYST**

### **DISTINGUISHING FEATURES**

The Lead Human Resources Analyst plans, supervises, and evaluates a wide variety of professional level human resources work for a specific client group in the areas of total compensation, recruitment and selection, employee relations, and special projects. Work includes participation in long range and strategic planning and project work for citywide human resources functions, and related services to clients. The work includes substantial analysis, and human resources process work and improvements to ensure that effective human resources processes are in place and consistent controls are provided. In addition, this position assumes a lead role for Employee Relations in their assigned client area. This classification is supervisory. Work is performed under general supervision of the HR Director. The Lead HR Analyst is distinguished from the Sr. HR Analyst by the performance of supervisory responsibilities, the planning and organizing of staff work and the complexity of work involved in total compensation and highly sensitive employee relations issues.

### **ESSENTIAL FUNCTIONS**

Provides professional human resources advice and strategic direction to assigned departments in areas of employee relations, total compensation, and recruitment and selection.

Provides lead supervision to professional level staff in the areas of employee relations, total compensation, payroll, training, OD, and recruitment and selection. This includes editing/revising various written documents produced by unit staff, assigning work and evaluating staff performance.

Develops client relationships and strategic partnerships; participates in strategic human resource planning and development for assigned departments.

Provides analysis of data and information to make recommendations to management regarding human resources related problems or projects.

Conducts short-term and/or small scope project work depending on workload volume and department assignment.

Case manages employee relation's issues and conducts investigations. Monitors, recommends, and reviews disciplinary and termination actions. Researches and responds to EEO charges.

Conducts discrimination, sexual harassment and other employment related investigations; responds to employment related claims, open door issues, and grievances. Ensures necessary documentation through partnerships with assigned departments.

Plans, organizes, and conducts executive level and other recruitments in the organization; conducts job analyses and develops appropriate job related interviews, oral panels and assessment/testing exercises and instruments in collaboration with clients.

Ensures integrity in processes such as developing criteria matrixes, ensuring fairness and that hiring activities comply with all state and federal laws.

Conducts case management of LTD, worker's compensation, FMLA, and ADA issues in collaboration with benefits.

Designs and develops test instruments, assessment centers and examination processes, analyzes examination results utilizing various statistical and research methods, and reviews

examination elements to ensure valid and reliable applicant selection procedures.

Participates in compensation research and administration to ensure internal and external equity. Conducts large scale organizational studies and assists in determining changes to pay plan, classification and compensation for the City.

Participates in development and delivery of citywide performance management systems.

Interprets and explains HR Ordinance, AR's, HR policies and practices to department management and employees.

Conducts training and education for department supervisors on HR related matters and technical and legal updates.

Keeps abreast of all employment laws including FLSA, FMLA, LTD, WC, CRA, and other related laws.

Works in partnership with Learning and OD in the delivery of the HR portion of citywide training.

Conducts redeployment and career counseling as needed, in collaboration with managers.

## **MINIMUM QUALIFICATIONS**

### **Knowledge, Skills, and Abilities**

Knowledge of:

Human Resources theories, principles and practices

Strong knowledge of employment related laws

Principles and practices of benefits and administration

Principles and practices of compensation and classification, including development and maintenance of a compensation system..

Principles, techniques and methods used in the recruitment and selection of job applicants

Methods used in the analysis and classification of positions

Development and maintenance of salary plans

Data compilation and analysis techniques

Microsoft products, in particular Word, Excel and Powerpoint

Internet and HRIS Technology

Supervisory practices.

Ability to:

Interpret and apply regulations and policies

Develop and make presentations

Facilitate

Negotiate

Ensure detail oriented and quality work products

Analyze information, draw conclusions, and make recommendations

Write clear and concise reports and to develop descriptive materials for management review.

Coordinate training programs for a wide variety of occupations.

Work with highly sensitive, confidential and emotional situations

Be an effective listener

Proficiently operate a variety of standard office equipment, including a personal computer, a variety of computer software and other office equipment that require continuous and repetitive eye and arm or hand movement.

Communicate effectively both orally and in writing.

Establish effective working relationships with business contacts, city staff, and the general public.

Maintain regular consistent attendance and punctuality.

Maintain confidentiality of various human resources issues

Case manage complex employee relations issues.  
Perform a broad range of supervisory responsibility over others.

**Education & Experience**

Any combination of education and experience equivalent to five years professional level human resources or organizational development experience and a Bachelor's Degree in Human Resources, Business Administration, Organizational Development, Public Administration, or closely related field and at least one year of lead or management experience in people or projects.

FLSA Status: Exempt

HR Ordinance Status: Unclassified